



# COLORADO RIVER INDIAN TRIBES

## *Human Resources*

26600 MOHAVE RD.

PARKER, ARIZONA 85344

PH (928) 669-1320 • FAX (928) 669-5263

## VACANCY ANNOUNCEMENT

FEBRUARY 13, 2013

#23-13

DEPARTMENT: ATTORNEY GENERAL OFFICES

POSITION: RECEPTIONIST

SALARY: \$10.00 PER HOUR

CLOSING DATE: **MARCH 6, 2013**

**DUTIES:** Core responsibilities are related to the day to day processing of all incoming correspondence, visitors, and telephone calls. Duties include, but are not limited to:

- Receive, screen, and direct all incoming phone calls
- Receive and process all incoming visitors
- Deliver all outgoing mail to administrative office for processing
- Pick-up all ingoing mail, process, and distribute to appropriate office staff
- Maintain electronic daily mail log
- Calendar meetings for office staff
- Conference room scheduling
- Filing of documents or scanning of documents as time allows
- Office vehicle use scheduling
- Office vehicle delivery to and pick up from maintenance appointments
- Other duties as assigned to support office staff



## **REQUIREMENTS:**

- High School Diploma or GED
- Valid Driver's License, computer literate.
- Must be able to maintain confidentiality at all times.
- Dependable, punctual, and able to communicate in a professional and pleasant manner.
- Must be able to pass a pre-employment drug screen test and a criminal background check.

**APPLY:**  
**COLORADO RIVER INDIAN TRIBES HUMAN RESOURCE**  
**DEPARTMENT**  
**26600 MOHAVE ROAD**  
**PARKER, ARIZONA 85344**  
**For Employment Application visit: <http://www.crit-nsn.gov>**

### **INDIAN PREFERENCE:**

Under the Title VII of the Civil Rights Act Sections 701(b) and 703(i) explicitly exempts from coverage the preferential employment of Indian-by-Indian Tribes. Therefore, C.R.I.T. acknowledges and extends preferential treatment to enrolled C.R.I.T. members who qualify toward all employment opportunities otherwise; C.R.I.T. does not discriminate against employees or applicants based on race, color, sex, religion or national origin.

### **C.R.I.T. Offers:**

Health and Life Insurance, Paid Holidays, Sick and Annual Leave and Pension Plan. Pre-employment drug screening is required.